



DEPARTMENT OF THE ARMY
Headquarters, 1st Brigade, 1st Armored Division
UNIT 21104, Ray Barracks
APO AE 09074



AETV-THN-CO (600-20)

28 June 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #8, Company Changes of Command

1. References:

- a. Army Regulation 710-2, Supply Policy Below Wholesale Level.
 - b. Army Regulation 735-5, Policies and Procedures for Property Accountability.
 - c. Department of the Army Pamphlet 710-2-1, Using Unit Supply System Manual Procedures
2. Purpose: To establish policy and procedures for conducting company-level changes of command, inventories, and other essential tasks.
3. The Brigade commander is the approval authority for all company changes of command.
4. The company-level change of command requires more than just inventorying property. It includes accurately accounting for property, validating Operational Equipment Lists (OELs), becoming familiar with command policies, and understanding training that is already planned. Line company commanders will be allocated 10 working days to complete change of command requirements. Headquarters and Headquarters companies will be allocated 15 working days to complete change of command requirements.
5. Incoming and outgoing company commanders will conduct a joint meeting with the Brigade commander NLT 72 hours prior to the change of command ceremony. The incoming commander will brief the Brigade commander on the following topics during the out-brief:
- a. Brief the detail in which the incoming commander inventoried all end items using the most current supply circulars, catalogues, component listing and appropriate technical manuals to ensure components of end items are on hand. Component shortages that are not on hand, where no relief document or approved shortage annex exists, or where the item is not on order, will be considered unaccounted for. Outgoing company commanders will ensure that all shortages are accounted for prior to the out briefing with the Brigade Commander. This means the outgoing company commander must close out all administrative accountability actions prior to the change of command. This includes initiating Reports of Survey for unaccountable, non-expendable component shortages.
 - b. Brief the status of the company OEL and demonstrate knowledge of the importance of this document.
 - c. Conveys to the Brigade Commander that all 1st Armored Division and Brigade policies have been read and understood.

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- d. Brief the DTG of the location of the ceremony, to include the award, if necessary.
 - e. Brief the OER and Award Status for the departing officer.
 - f. Brief the full names of dependent information for both incoming and outgoing commanders; phone numbers; the previous assignments of incoming commander; and the next assignment of outgoing commander.
 - g. Demonstrate understanding of unit readiness, non-deployable soldiers and ongoing legal cases.
 - h. Brief current personnel status, to include key leader stability listing time in position.
 - i. Brief current retention status of unit.
 - j. Brief date of next scheduled Command Inspection.
 - k. Verify understanding of the battalion training calendar for the next three months and company training schedule four weeks out. Bring a copy of the training schedule from the most recent Quarterly Training Briefing and a copy of the updated crew qualification status.
 - l. Verify understanding of the company deadline report and the current maintenance posture of the company - to include services status of all vehicles and weapons.
 - m. Review the battalion drivers training and licensing program and ensure that you understand its requirements.
 - n. Having inventoried the unit Prescribed Load List (PLL), demonstrate a knowledge of its contents and status.
 - o. Brief the status of the most recent Unit Risk Assessment (as provided by the community).
 - p. Outgoing commander will provide observations on three areas to improve and three areas to sustain with regard to the Brigade Combat Team.
6. Point of contact for this memorandum is the Brigade Executive Officer at 324-3802.

READY FIRST!

//s//
SEAN B. MacFARLAND
COL, Armor
Commanding

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